

Radisson Hotel at Waterfront Place Vendor Shipping Information

When shipping materials to the hotel please note the following information:

1. Materials cannot be shipped before two weeks prior to event
2. Shipping Address: Radisson Hotel at Waterfront Place
Attention: Aime L. Shaffer
EPSCoR
Two Waterfront Place
Morgantown, WV 26501
3. Please place event name and contacts name on outside packing slip
4. To **return** materials please have packing slip available or shipping and credit card information to ship:

Name of Transporter Preferred: _____

Shipping Time (i.e. 2nd Day Air, Next Day Air, 2nd Ground, etc.): _____

Type of Card: _____

Credit Card Number: _____

Expiration Date: _____

Cardholder Name: _____

Address: _____

Telephone: _____

Fax: _____

Authorized Signature: _____

Print Name: _____ Date: _____

Additional Comments:
